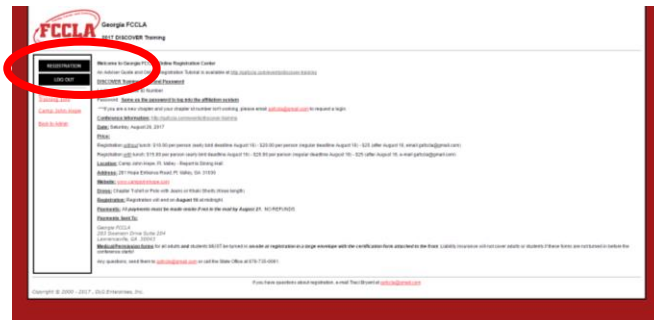


2018 DISCOVER Training Online Registration Tutorial

This system is NOT pre-populated with names. You will need to type names of attendees in this system.

Click on the [Online Registration link](#) to begin registration. Click the REGISTRATION button on the upper left side of the screen.



Your User Name is your chapter number and the password is the same as the password to log into the affiliation system. If you do not remember your chapter ID number, please e-mail Traci Bryant at gafccla@gmail.com.

You will be taken to a screen to verify and update your information. Please update any information. The screen should look like this:

A screenshot of the Georgia FCCLA 2017 DISCOVER Training registration page, showing the 'Please Verify and update the following information' form. The form is titled 'REGISTRATION' and 'LOG OUT'. It contains several fields for user information: Adaptor First Name (Traci), Adaptor Last Name (Bryant), Status (Adviser Registration - with lunch), Gender (Select), Cell Phone (770) 877-2956, Chapter Name (Logansville High School 18867), Address 1 (100 Trident Trail), City (Logansville), State (GA), Zip (30652), Chapter ID (10867), Area/District/Region (Region 2), Email (traci.bryant@walton.k12.ga.us), Confirm Email (traci.bryant@walton.k12.ga.us), Phone (678) 684-2933, Fax, User Name (10867), Password (*****), and Confirm Password (*****). There are also checkboxes for 'By clicking yes, I verify that I am using the Registration Tutorial to register...' and 'List your State Liaison name and e-mail address.' and a text area for 'Do you have any vegetarian or other dietary needs for you or your students?'. A 'Save' button is at the bottom. The footer contains copyright information and contact details for Traci Bryant.

If you are not taken to this page, please click on your school name to edit your information and answer the dietary request question.

At the end of this screen, you will be asked three mandatory questions:

- Click on yes to confirm that the Registration Tutorial is being used to register and will abide by all listed registration policies and procedures. You are currently reading the Registration Tutorial.
- List your State Liaison name and e-mail address. *What is a State Liaison?* A state liaison is a student officer that will be communicating with Georgia FCCLA Region Officers throughout the year. This student will receive updates, as well as send chapter updates to the Region Officers. The State Liaison can be a separate office, or can be assigned to an existing office. For example, the Chapter President can serve as the State Liaison.
- Do you have any vegetarian or other dietary needs for you or your students?
THIS IS IMPORTANT INFORMATION TO HAVE PRIOR TO SUBMITTING YOUR REGISTRATION. SPECIAL DIETARY REQUESTS CANNOT BE ACCOMMODATED THE WEEK OR DAY OF THE TRAINING!

After hitting submit, you'll be taken to your registration screen. At this point, you simply select whether you want a basic adviser registration or an adviser registration with lunch. There will also be another Special Needs box for you if applicable.

Georgia FCCLA
2017 DISCOVER Training

Back to Registration List Finish Processing Later

Participant Info	Items	Events	Volunteer	Questions	Review
------------------	-------	--------	-----------	-----------	--------

First Name * Traci MI Last * Bryant

Special Needs: **Adviser Registration - with lunch**

Next >>

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After hitting submit, it will take you to your items page. You do not need to do anything here – this is meant for your student registrations. Hit the next button.

Once you hit the next button, it will take you to a Review Information screen. Double check the information listed. If changes need to be made, hit the back button. If no changes are needed, hit Finish Participant.

Georgia FCCLA
2017 DISCOVER Training

Back to Registration List Finish Processing Later

Participant Info	Items	Events	Volunteer	Questions	Review
------------------	-------	--------	-----------	-----------	--------

Review Information for: Traci Bryant

Participant Info

First Name: Traci
MI: HI
Last Name: Bryant
Participant Type: Adviser Registration - with lunch
Grade:
Gender: F
Special Needs:

Items

No Items Purchased

<< Back Finish Participant

If you have questions about registration, e-mail Traci Bryant at traci@fccla.com

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After hitting Finished Participant, you will be taken to a registration screen. At this point, you are registered and you are ready to add names. Click the Add New Name button:

Georgia FCCLA
2017 DISCOVER Training

REGISTRATION Finish Processing Later

LOG OUT

DISCOVER Training Info
Camp: John Hope
Back to Admin

Registration for Loganville High School 10867
Click the above link to edit your chapter information.
NOTE: Registrations will not be completed until you click the button below labeled FINISHED REGISTERING and confirm.
Click the Add buttons below for each participant you wish to register. Once all Participants are listed, Click the FINISHED REGISTERING button.

Participant ID	Name	Participant Type	Item Selection
123456789	Account: Traci AL	Items (\$0.00)	Edit Delete

ADD NEW NAME **CONTINUE** **PROCESSING REGISTRATION**

- I followed the instructions on the DISCOVER Training Registration Tutorial document.
- My FCCLA chapter is required to pay the full registration amount, regardless if everyone attends.
- There will be no refunds after the registration deadline date.
- I will have copies of completed Multiple Release Forms for student attendees in an envelope with the certification form, to turn in during registration. Understand that any attendee without all forms will not be allowed to stay at the conference.
- All attendees from my chapter know, understand and will follow the Georgia FCCLA code of conduct and dress code.

I Agree to the above statements

VIEW REGISTRATION **FINISHED REGISTERING**

If you have questions about registration, e-mail Traci Bryant at traci@fccla.com

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Type the attendees' name and choose participant type (student, adviser, or chaperone). **Be sure to choose the correct type of registration (with or without lunch)**. Select their grade level (if applicable) and gender. Add any Special Needs to the corresponding box. Click the next button.

Georgia FCCLA
2017 DISCOVER Training

REGISTRATION Finish Processing Later

LOG OUT

DISCOVER Training Info
Camp: John Hope
Back to Admin

Back to Registration List

Participant Info	Items	Events	Volunteer	Questions	Review
------------------	-------	--------	-----------	-----------	--------

First Name * Kylie MI Last * Sheehy

Participant Type * Student Registration

Grade Level * 11

Gender * Female

Special needs:

Next >>

If you have questions about registration, e-mail Traci Bryant at traci@fccla.com

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Once you hit next, it will take you to the items screen. This is where you will select which office positions/workshops this participant would be interested in attending. **Please do not skip this screen or select random choices – this helps us determine the number of workshops and space needed.** Once you are finished with your selections, hit next.

Georgia FCCLA
2017 DISCOVER Training

REGISTRATION | Back to Registration List | Finish Processing Later

LOG OUT

DISCOVER Training Info
Camp John Hope
Back to Admin

Participant Info	Items	Events	Volunteer	Questions	Review
Select Items for Kayla Shelrutt					
Description	Price	Quantity			
Middle School Session	\$0.00	0			
Other	\$0.00	0			
President	\$0.00	0			
Public Relations/Militarian	\$0.00	0			
VP of Community Service	\$0.00	0			
VP of Competitive Events	\$0.00	0			
VP of Membership	\$0.00	0			
VP of Programs/Projects	\$0.00	0			
Secretary	\$0.00	0			

← Back | Next →

If you have questions about registration, e-mail Traci Bryant at tbryant@gmail.com

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Once again, it will prompt you to review the information that you have chosen for this participant. Double check the information listed. If changes need to be made, hit the back button. If no changes are needed, hit Finish Participant.

Georgia FCCLA
2017 DISCOVER Training

REGISTRATION | Back to Registration List | Finish Processing Later

LOG OUT

DISCOVER Training Info
Camp John Hope
Back to Admin

Participant Info	Items	Events	Volunteer	Questions	Review
Review Information for: Kayla Shelrutt					
Participant Info					
First Name Kayla					
MI					
Last Name Shelrutt					
Participant Type Student Registration					
Grade 11					
Level 1 - Junior - through grade 9					
Gender F					
Special Needs					
Items					
Item	Price	Quantity			
President	\$0.00	1			

← Back | Finish Participant

If you have questions about registration, e-mail Traci Bryant at tbryant@gmail.com

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You'll be taken back to the original page where you can either ADD NEW NAME, VIEW REGISTRATION or FINISHED REGISTERING. Continue to use the ADD NEW NAME button to add as many names as needed.

Georgia FCCLA
2017 DISCOVER Training

REGISTRATION
LOG OUT

DISCOVER Training Info
Camp John Hope
Back to Admin

Registration for Loganville High School 10867
(Click the above link to edit your chapter information)

NOTE: Registration will not be completed until you click the button below labeled FINISHED REGISTERING and confirm.

Click the Add buttons below for each participant you wish to register.
Once all Participants are listed, Click the FINISHED REGISTERING button.

Participant ID	Name	Participant Type	Item Selection		
3178001	Bryant, Traci	AL	Items (\$0.00)	Edit	Delete
3178002	Shelnett, Kayla	S	Items (\$0.00)	Edit	Delete

ADD NEW NAME CONTINUE PROCESSING REGISTRATION

I acknowledge that

- I followed the instructions on the DISCOVER Training Registration Tutorial document.
- My FCCLA chapter is required to pay the full registration amount, regardless if everyone attends.
- There will be no refunds after the registration deadline date.
- I will have copies of completed Multiple Release Forms for student attendees in an envelope with the certification form, to turn in during registration. I understand that any attendee without all forms will not be allowed to stay at the conference.
- All attendees from my chapter know, understand and will follow the Georgia FCCLA code of conduct and dress code.

I Agree to the above statement(s)

VIEW REGISTRATION FINISHED REGISTERING

If you have questions about registration, e-mail Traci Bryant at sabccia@gmail.com

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When finished adding names of ALL attendees (students, chaperones, advisers), read the acknowledgement statement and agree to the statements. Click the FINISHED REGISTERING button. By clicking this button, you are confirming you acknowledge that fees and forms still need to be submitted. There are **NO REFUNDS** for this training.

Georgia FCCLA
2017 DISCOVER Training

REGISTRATION
LOG OUT

DISCOVER Training Info
Camp John Hope
Back to Admin

Registration for Loganville High School 10867
(Click the above link to edit your chapter information)

NOTE: Registration will not be completed until you click the button below labeled FINISHED REGISTERING and confirm.

Click the Add buttons below for each participant you wish to register.
Once all Participants are listed, Click the FINISHED REGISTERING button.

Participant ID	Name	Participant Type	Item Selection		
3178001	Bryant, Traci	AL	Items (\$0.00)	Edit	Delete
3178002	Shelnett, Kayla	S	Items (\$0.00)	Edit	Delete

ADD NEW NAME CONTINUE PROCESSING REGISTRATION

I acknowledge that

- I followed the instructions on the DISCOVER Training Registration Tutorial document.
- My FCCLA chapter is required to pay the full registration amount, regardless if everyone attends.
- There will be no refunds after the registration deadline date.
- I will have copies of completed Multiple Release Forms for student attendees in an envelope with the certification form, to turn in during registration. I understand that any attendee without all forms will not be allowed to stay at the conference.
- All attendees from my chapter know, understand and will follow the Georgia FCCLA code of conduct and dress code.

I Agree to the above statement(s)

VIEW REGISTRATION FINISHED REGISTERING

If you have questions about registration, e-mail Traci Bryant at sabccia@gmail.com

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This takes you to a screen showing the registration summary. Once you have clicked the FINISHED REGISTERING button, your registration has been submitted to Georgia FCCLA. You will also receive an e-mail invoice.

Georgia FCCLA
2017 DISCOVER Training

Georgia FCCLA
2017 DISCOVER Training
Invoice

Chapter Information:		Remit To	
Loganville High School 10867 Adviser: Traci Bryant 100 Trident Trail Loganville, GA 30052 Cell (770) 877-2956 Email: traci.bryant@walton.k12.ga.us		Georgia FCCLA 283 Swanson Drive Suite 204 Lawrenceville, GA 30043 Phone: 678-735-0091 Fax: 678-735-0094	

Number	Date	Chapter ID	Area/District/Region
1780002	7/14/2017	10867	Region 2

Description	Count	Price Each	Ext.
Adviser Registration - with lunch	1	\$15.00	\$15.00
Student Registration	1	\$10.00	\$10.00
President	1	\$0.00	\$0.00
2 Individual(s)		Total	\$25.00

** Click here to [download a separate item](#)*

Payments must be postmarked by August 21 - if not postmarked by August 21, please bring with you on Saturday, August 26 to the Registration Desk.

Mail to:
Georgia FCCLA
283 Swanson Drive #204
Lawrenceville, GA 30043
View By: [Email](#) [Print/Save](#)

Participants Not Registered in an Event	
Bryant, Traci (1780001)	Adviser Registration - with lunch
Shelton, Kasia (1780002)	Student Registration

Please click [Print My Invoice](#) to print a copy of your invoice.

[Back to Registration](#)

If you have questions about registration, e-mail Traci Bryant at pubola@gmail.com

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The system automatically generates a confirmation e-mail that serves as an invoice and reminder. Check, double check and triple check to make sure all students are registered.

What's needed to complete the DISCOVER Training Registration:

- Fees sent to Georgia FCCLA
- Gather completed release forms from students, put in an envelope with the certification form on the outside. This envelope is turned in at DISCOVER Training Registration.

PLEASE make sure that you send your payment to our new address!!!

Georgia FCCLA
P.O. Box 840
Bogart, GA 30622